

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO:** 31/2014

**OPENING DATE:** 7/09/2014

**CLOSING DATE:** 7/23/2014

**POSITION TITLE** A.I.D. DEVELOPMENT SPECIALIST (BUDGET ANALYST), FSN-10\*(Full Performance Level)

**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS

**OFFICE:** USAID/Central Asian Republics (USAID/CAR), Almaty, Kazakhstan

**MAJOR DUTIES:** Under the direct supervision of the Senior Budget Analyst in the Strategy and Program Office (SPO), the incumbent performs a variety of analytic and programming duties on program budgeting issues including: 1) monitors the five country mission program budget and inputs all budget actions from various USAID/Washington and USAID/CAR offices to ensure that joint budget tables are up to date, documented and accurate; 2) for assigned accounts manages budget allowances requests, monitors funding levels and reconciles budget allowances with the existing country program budgets; 3) prepares Congressional Notifications for the regional programs based on inputs from technical and country office teams; 4) compiles and prepares financial and budget data for assigned activities for inputs to Congressional Notifications, Operational Plan, Congressional Budget Justifications, and Annual Performance Report; 5) analyzes budget trends and prepares routine financial and budget reports and briefing materials; 6) participates in design and preparation of country and program reports requested by the Congress, USAID/W, the Ambassador, the Mission Director, host governments, and other donors or clients; 7) participates in program meetings related to budgeting and provides relevant information related to budget development; 8) provides inputs for recommendations on budgetary matters to any and all Mission elements as appropriate; and 9) fills in and supports other team members, represents SPO internally and externally, and carries out other specific duties related to program planning, budgeting and development, as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

#### **- Education, skills and experience (60%):**

**\*Trainee Level (FSN-9):** University degree in public/business administration, finance or a budget-related field. At least five years of progressively responsible experience with an international development organization in administrative area related to project management including professional budgeting and/or financial analysis, account maintenance, bookkeeping, or other related sphere. Thorough knowledge and understanding of budgetary and fiscal principles, theories, practices and terminology. Thorough knowledge and understanding of economic and political processes in Central Asia region and impact of USAID programs/activities on these processes. Strong ability to analyze financial and budget data, develop recommendations, and present them in writing or orally in a clear, concise manner. Ability to communicate specialized subjects effectively to non-budget personnel. Proficiency in MS Office applications (Excel, Word, Access, PowerPoint, Outlook).

**\* Full performance level (FSN-10):** Minimum qualifications at the Trainee Level, plus: Minimum two years of experience in the areas of financial operations and/or budgeting with a US Government agency, preferably in AID financial operation or budgeting. Strong knowledge and sound understanding of the USG assistance project/activity policies and processes.

**Candidates not meeting Full Performance Level (FSN-10) requirements will be considered and, if selected, hired at Trainee Level (FSN-09).**

**- Teamwork/Interpersonal and Communication Skills (25%):** Excellent communication (verbal and written) skills. Exceptional interpersonal and teamwork skills, tact and diplomacy, and ability to work accurately under short deadlines and in a diverse team environment.

**- Language skills (15%):** Fluent (Level IV) English and Russian (oral and written).

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634/35/36; E-mail: almaexo\_hr@usaid.gov by COB Wednesday, July 23, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.